

**MILFORD INFANTS' SCHOOL & PRE SCHOOL**  
**Agenda for the Full Governing Body Meeting**  
**Tuesday 1<sup>st</sup> October 2024, 6.15 pm at Milford Infants' School**



Time	Item	Accompanying Documents/Action required	Lead Governor
6.15 pm	Apologies for Absence	Update Attendance List – Apologies	Clerk
6.15 pm	Declaration of Business Interests & Notice of Confidential Items	for Minutes	Clerk
6.15 pm	Urgent Matters Arising		All
6.20 pm	Approval of Minutes of previous Full Governing Body Meeting	Minutes of the meeting of 9 <sup>th</sup> July 2024	Chair
6.25 pm	Action Points from previous meeting		All
6:30 pm	New Governor, potential new Governors Governor responsibilities	Action Points 295, 305 Reminder for Governors to look at website	Chair
6.35 pm	Election of Chair/Vice Chair	Annually September	All
6.40 pm	Business Interest Forms	Copies to circulate & sign	LD
6.45 pm	Governor Responsibilities	Committee Structure & lead	Chair
6.50 pm	Governor roles	Including Pay, Disciplinary & Heads pm	Chair
6.55 pm	Instrument of Governance		All
7:05 pm	School Development Plan inc monitoring		
7:00 pm	Policies to be reviewed	Safeguarding (updated by Governors Sep'23) Child Protection policy & procedures (in line with Keeping Children Safe in Education) Relational Support for Behaviour (Updated Sep'23)	All

		Whistleblowing Confidential Reporting (Dec '23 updated by Govs) Staff Absence Policy Data Protection and FoI Policy August24 Publication Scheme & Explanatory Note August 24 Accessibility Policy	
7:05pm	Headteachers Report	Open Mornings Lesson Observations	WC
7:00 pm	Pupil Premium strategy; impact report on previous academic years grant		WC & LD
7:15 pm	Academies (&/or future meetings?)		Chair
7:20 pm	Premises review & Development		WC & LD
7:25 pm	AOB	To be notified to the Chair & Clerk in advance of the meeting with at least 24 hours' notice	All

**School Vision:** *“to provide an outstanding personalised education for our pupils within a stimulating and safe environment. We aim to specialise in the education of 4-7 year olds, building a solid foundation of learning to enable and motivate the children to be the best that they can be. In our vision for the school we will work in partnership with parents so that our pupils excel and are inspired to be life-long learners.”*

### 3 Core Roles of Governors:

- Ensuring clarity of vision, ethos and **strategic direction**
- **Holding executive leaders to account** for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the **financial performance** of the organisation and making sure its money is well spent

Action no	Action	Completed
300	The School Business Manager will draft a questionnaire using the Ofsted questions, ready to go to parents – to send after parents have received school reports and at a separate time from the After School Club questionnaire.	
301	The Headteacher will send the Vice Chair potential dates to visit the school to lead a communications workshop – dates provided but more capacity in autumn so Headteacher to see if Vice Chair is happy to visit then.	
295	All Governors to complete NGA skills audit and return to Clerk & Chair – rest of Governors to complete & return.	

305	The Governors will look at the cost and benefits of signing up to NGA Recruitment and the Headteacher will consider the Governors for Schools website.	
308	The School Business Manager offered to help the Friends of Milford complete the paperwork for an application to the Tesco Community Fund.	
310	It was agreed that the school should list, for consideration by the Governors, the benefits and downsides for the children of three options: remaining as an Infants school, joining the same multi academy trust as the Junior School, or exploring becoming a Primary school with Milford Juniors.	
311	The Headteacher will check with the Yeovil Area Community Academy Trust their intended timescale for recruiting additional schools.	
289	The School Business Manager will see if she can find a more up-to-date Staff discipline, conduct & grievance policy for Governors to review.	
313	Governors will look at the policies in the 'to review' folder.	

**Dates of Next Meetings:**

<i>Tuesday 19 November 2024</i>	<i>6.15 pm</i>	<i>Finance Committee</i>
Tuesday 3 December 2024	6.15 pm	Full Governing Body